

## MASTER OF SOCIAL WORK DEGREE PROGRAM

THANK YOU FOR YOUR INTEREST IN THE GREATER ROCHESTER COLLABORATIVE MASTER OF SOCIAL WORK PROGRAM.

### PROCEDURE FOR ADMISSION

You are responsible for submitting a completed admissions application including all requested components. The application process is self-managed by you the applicant. You are responsible for collecting all of the pertinent documents necessary for your application.

Applicants will receive a notice of the program's decision approximately 4-6 weeks after submission of application materials. Students who are accepted are required to return the Enrollment Form by the date indicated at the top of the form. Applicants who will be deferring their admission one year or who will not be attending the program should also communicate their decisions as soon as possible.

### CRITERIA FOR ADMISSION: 60 CREDIT

- Completion of a baccalaureate degree at an accredited institution with a grade point average (GPA) of 3.0. Those with a lower cumulative GPA may apply, but GPA factors heavily in admission decisions.
- An academic record, which reflects a strong liberal arts perspective, as evidenced in official transcripts.
- Three unopened letters of reference. References must also be returned to you in sealed and signed envelopes. A recommendation will only be accepted if it is in a sealed envelope with the signature of the originator across the seal of the envelope. (Please note: We do not accept placement or credential files.)
- Submission of a personal/professional statement. The personal statement is an essential part of your admissions file. The content and writing style will provide important information about you and your understanding of the social work profession. Consider it your opportunity to communicate with the Admissions Committee about your specific strengths, professional goals, and future plans.

### CRITERIA FOR ADMISSION: 39-CREDIT ADVANCED STANDING

Students who have graduated within the past eight years from a CSWE-accredited baccalaureate social work program are eligible to apply for admission to the MSW Advanced Standing Program.

Minimum admission requirements are:

- A cumulative grade point average of 3.0 overall, and a 3.0 in social work courses.
- Copies of the applicant's field practice evaluations.
- Three unopened letters of reference. References must also be returned to you in sealed and signed envelopes. A recommendation will only be accepted if it is in a sealed envelope with the signature of the originator across the seal of the envelope. (Please note: We do not accept placement or credential files.)
- Submission of a personal statement and discussion of a social issue.

### INTERNATIONAL APPLICANTS

International applicants **MUST** meet additional requirements and earlier deadlines. Contact admissions coordinator for details [grcmswadmissions@brockport.edu](mailto:grcmswadmissions@brockport.edu) or by phone at (585) 395-8452.

- Official or true certified copies of all post-secondary academic records (transcripts, examination scores, mark sheets, etc.) in both English and the original language.
- Official or true certified copies of your diploma, degree, or certification, in both English and the original language.
- International applicants whose native language is not English must submit scores on the Test of English as a Foreign Language (TOEFL; College code 2537) or the IELTS. A minimum score of 550 on the paper-based version, a minimum score of 213 on the computerized version or a minimum score of 85 on the TOEFL iBT version is required. The IELTS minimum score is 6.5.
- An original bank statement in the student's name or that of the student's sponsor showing a current balance of at least the total cost of attendance. If the student has a sponsor, a letter, signed and dated by the sponsor, is required. It must include the amount (in US dollars) that will be put toward the student's educational expenses. Photocopies will not be accepted.
- 60 credit program: a World Education Service (WES) degree evaluation is required. (Please see: [www.wes.org](http://www.wes.org))
- Advanced Standing applicants: a determination letter from International Social Work Degree Recognition and Evaluation Service (ISWDRES) is required. (Please see: [www.cswe.org/centerinitiatives/trainingcareers/22207.aspx](http://www.cswe.org/centerinitiatives/trainingcareers/22207.aspx))

### TRANSFER STUDENTS

Students transferring from another MSW program must provide an additional letter, separate from the recommendation letters, from their previous program indicating good standing. Up to 12 credits may be transferred from another CSWE-accredited MSW program.

Please check each item you have included in your application packet  
and sign indicating you have included all materials.

You can submit your application online. Please be sure to follow the appropriate set of directions.

## ALL APPLICATIONS

- ☐ Complete and submit the online application along with the non-refundable fee (Visa Mastercard, or Discover) online at [www.brockport.edu/graduate/apps](http://www.brockport.edu/graduate/apps).
  - ☐ Social work relevant work experience.
  - ☐ Personal Statement and Discussion of Social Issue.
  - ☐ An academic record which reflects a strong liberal arts perspective, as evidenced in official transcripts. The following 24 credits are required with a grade of C- or better: one (3 credit) **Statistics** course; one (3 credit) **Introductory Psychology** course; one (3 credit) **Introductory Sociology** course; one (3 credit) **Human Biology** (or anatomy & physiology) course (NO lab required); one (3 credit) **Humanities** course; three additional (3 credit) courses distributed among the **social/behavioral sciences, mathematical and physical sciences, and humanities**.
  - ☐ Three unopened letters of reference. References must also be returned to you in sealed and signed envelopes. A recommendation will only be accepted if it is in a sealed envelope with the signature of the originator across the seal of the envelope. (Please note: We do not accept placement or credential files.)
  - ☐ One **official** transcript from **each and every** college or university you have ever attended in a **sealed** envelope, even if you did not earn a degree there, regardless of perceived relevance of the course work to your current career goals, or the length of time that has passed since you attended. (Transcripts must also be obtained from each and every college or university ever attended regardless of whether or not credits earned were later transferred elsewhere. Each institution must send the transcript directly **to you**. For your convenience, we have included *Transcript Request Forms* for you to use. Please feel free to duplicate these forms if more are needed. Submit the unopened transcript(s) with Part II of your application materials. (Please note: The College at Brockport graduates are not required to submit transcripts of their work at The College at Brockport. In addition, if you were already admitted to The College at Brockport as a non-degree student, you do not need to resubmit the transcript(s) you already provided as part of that process.)
- NOTE:** For students currently enrolled in a baccalaureate degree: an official transcript with all completed course work to date is required at time of application. For both current baccalaureate students and students enrolled in prerequisite courses, a final transcript will be required upon degree or course completion.
- ☐ Copy of field placement evaluation (for Advanced Standing applicants).
  - ☐ Standardized tests are **NOT** required; however, scores may be submitted to strengthen an application. The absence of test scores will in no way affect a candidate's application.

## INTERNATIONAL APPLICATIONS

International applicants **MUST** meet additional requirements and earlier deadlines. Contact department coordinator for details at [grcmsw@brockport.edu](mailto:grcmsw@brockport.edu) or by phone at (585) 395-8450.

- ☐ Official or true certified copies of all post-secondary academic records (transcripts, examination scores, mark sheets, etc.) in both English and the original language.
- ☐ Official or true certified copies of your diploma, degree, or certification, in both English and the original language.
- ☐ International applicants whose native language is not English must submit scores on the Test of English as a Foreign Language (*TOEFL; College code 2537*) or the IELTS. A minimum score of 550 on the paper-based version, a minimum score of 213 on the computerized version or a minimum score of 85 on the TOEFL iBT version is required. The IELTS minimum score is 6.5.
- ☐ An original bank statement in the student's name or that of the student's sponsor showing a current balance of at least the total cost of attendance. If the student has a sponsor, a letter, signed and dated by the sponsor, is required. It must include the amount (in US dollars) that will be put toward the student's educational expenses. Photocopies will not be accepted.
- ☐ A determination letter from International Social Work Degree Recognition and Evaluation Service (ISWDRES) of CSWE, if applying for Advanced Standing. (Please see [www.cswe.org/centerinitiatives/trainingcareers/22207.aspx](http://www.cswe.org/centerinitiatives/trainingcareers/22207.aspx))
- ☐ 60 credit program: a World Education Service (WES) degree evaluation is required. (Please see: [www.wes.org](http://www.wes.org))

## TRANSFER APPLICATIONS

- ☐ Letter indicating good standing in previous MSW Program.

# Applying to the GRC MSW Program Q&A

## What is the application deadline?

- The deadline for the 39-Credit Advanced Standing Program, full and part-time, is January 15.
- The deadline for the 60-Credit Program, full and part-time, is March 15.
- The deadlines for international applications are one month earlier than each of the above.
- Applications must be postmarked by the dates above or you may drop off your application in person.

## Can I hand in my application after the deadline?

We will review your application if there is space available.

## How will I know if my application was received?

You will receive a letter notifying you if your application is complete or if there are items missing. The additional items must be sent by mail or dropped off in person. We do not accept faxed copies of transcripts or letters of recommendation.

## How much will my GPA affect my application?

Your GPA counts for 40% of your quantitative score. However, your personal statement and references do play an important part in your application. A higher GPA is not a guarantee of acceptance and a lower GPA is not a guarantee of denial. If your GPA is below a 3.0, you should pay close attention to the quality of your personal statement and make sure your reference writers are willing to give you a good reference.

## Do you require the GRE or other entrance exam?

We do not require the Graduate Record Exam (GRE) or any other type of entrance exam. If you have taken the GRE and wish to include this information in your application packet, you are welcome to do so, though it will have no quantitative effect on your application.

## Do you require interviews?

An interview is not a regular part of the application process. However, on occasion, the review committee may want clarification on some aspects of your application and would request an interview.

## Are there prerequisites to the GRC MSW Program?

Yes, we do require a strong liberal arts background. The following are required with a grade of C- or better: one (3 credit) **Statistics** course; one (3 credit) **Introductory Psychology** course; one (3 credit) **Introductory Sociology** course; one (3 credit) **Human Biology** ( or anatomy & physiology) course ( NO lab required); one (3 credit) **Humanities** course; three additional (3 credit) courses distributed among the **social/behavioral sciences, mathematical and physical sciences, and humanities**.

## Can I apply if I am missing prerequisites?

Yes, you can certainly apply if you are missing prerequisites. If you are currently taking a course or plan to take a course to fulfill a requirement, please indicate that in the space provided on the application.

## Where do I send my application or inquire if I have questions? Where can I find information online?

**Questions about the GRC MSW Program:** Program specific questions should be directed to the admissions coordinator of the MSW program. You can email your questions to [grcmswadmissions@brockport.edu](mailto:grcmswadmissions@brockport.edu) or you may call (585) 395-8452. If you have general graduate admissions questions, you may email the The Graduate School at The College at Brockport at [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu) or you may call (585) 395-2525.

**Application material:** Our application is an online process. Please visit <http://www.brockport.edu/graduate/apps/> and select the Social Work (Greater Rochester Collaborative MSW Program). All additional application materials and the application fee (Please make checks payable to The College at Brockport) should be sent to the following address:

The College at Brockport • The Graduate School • 350 New Campus Drive - Morgan Hall • Brockport, NY 14420

## Is there an application fee?

There is a \$50 nonrefundable application fee.

## Recommendation Letter and Form Instructions

### #1

#### Section 1: APPLICANT

Please complete the information below. ***Read the waiver statements and sign the one you prefer. If you do not check a box and sign below, your application will be returned as incomplete.*** The Family Educational Rights and Privacy Act of 1974 entitles students to have access to letters of evaluation in their permanent file at the Greater Rochester Collaborative MSW Program. The applicant may waive this right of access, in which case letters of evaluation will be considered confidential by the Greater Rochester Collaborative MSW Program and will not be available to the student. **(Please note: We do not accept placement or credential files.)**

Name of Applicant: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Relationship between Applicant and Evaluator: \_\_\_\_\_

☐ I waive my right of access to this letter of evaluation.

☐ I do not waive my right of access to this letter of evaluation.

Applicant Signature \_\_\_\_\_

#### Section 2: RECOMMENDER

The applicant named above has selected you to provide a recommendation. Your candid assessment of the applicant will greatly assist the Admissions Committee. Graduate education is a demanding pursuit and the MSW Program is interested in admitting students who are ready for this challenge and are likely to succeed. Your reference is factored heavily into the admissions decision. The more complete and detailed you can be in your assessment, the greater value your reference will hold for the applicant. **Please complete sections 3, 4 and 5.**

Our application process is self-managed which requires applicants to submit a completed application package. Therefore, after completing this recommendation form, **please return it to the applicant in an envelope on which you have signed across the seal**. The applicant will then forward it unopened to the Office of Graduate Studies at The College at Brockport with his or her completed application packet. If you mail the reference to the program, it will be returned to you and will delay the applicant in returning a completed package. Applications cannot be reviewed without reference material. Please return your signed and sealed reference material to the applicant within two weeks of receipt to ensure prompt processing of the applicant's credentials.

The Greater Rochester Collaborative MSW Program thanks you for taking the time to complete this reference form.

**Section 3: PLEASE RANK THE APPLICANT BY CHECKING THE MOST APPROPRIATE BOX FOR THE CATEGORIES BELOW.**

	INADEQUATE BASIS FOR JUDGMENT	BELOW AVERAGE (75% OR BELOW)	AVERAGE (TOP 25%)	ABOVE AVERAGE (TOP 10%)	SUPERIOR (TOP 3%)
Ability to conduct independent research, scholarly work, or other projects					
Ability to respect and work with difference (e.g. class, race, culture, gender)					
Ability to initiate and follow through					
Ability to work with supervision and utilize feedback					
Creative Problem-solving					
Judgment					
Self-confidence					
Time Management					
Oral Communication Skills					
Written Communication Skills					
Interpersonal Skills					
Leadership Skills					
Critical Thinking					

**NOTE:** If you rated a candidate below average or superior in any category, please comment in Section 4 of this reference.

**Section 4 : Narrative Letter of Reference (your letter is ideally submitted on agency letterhead)**

In a narrative letter of reference please comment on the following areas:

- The candidate's strengths and personal qualities; support your comments with specific examples.
- In what capacity and how long have you known the applicant.
- The applicant's commitment to the profession of social work and the capacity to engage in professional self-awareness, utilize supervision, and successfully complete a graduate program.
- The applicant's personal qualifications considered essential for sound social work practice, including concern for the needs of others, sensitivity and relationship skills, good judgment, creativity, critical thinking, and integrity.
- The applicant's skills in oral and written communication.

**Section 5: Overall Recommendation and Signature**

- ☐ I highly recommend the applicant for admission      ☐ I recommend the applicant with reservation  
☐ I recommend the applicant for admission      ☐ I do not recommend the applicant for admission

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PRINTED NAME

---

SIGNATURE

---

DATE

---

TITLE

---

ORGANIZATION

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ADDRESS

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CITY

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ZIP

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TELEPHONE NUMBER

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FAX NUMBER

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E-MAIL

## Recommendation Letter and Form Instructions #2

### Section 1: APPLICANT

Please complete the information below. ***Read the waiver statements and sign the one you prefer. If you do not check a box and sign below, your application will be returned as incomplete.*** The Family Educational Rights and Privacy Act of 1974 entitles students to have access to letters of evaluation in their permanent file at the Greater Rochester Collaborative MSW Program. The applicant may waive this right of access, in which case letters of evaluation will be considered confidential by the Greater Rochester Collaborative MSW Program and will not be available to the student.

**(Please note: We do not accept placement or credential files.)**

Name of Applicant:

Name of Reference: \_\_\_\_\_

Relationship between Applicant and Evaluator: \_\_\_\_\_

☐ I waive my right of access to this letter of evaluation.

☐ I do not waive my right of access to this letter of evaluation.

Applicant Signature \_\_\_\_\_

### Section 2: RECOMMENDER

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Ability to respect and work with difference (e.g. class, race, culture, gender)					
Ability to initiate and follow through					
Ability to work with supervision and utilize feedback					
Creative Problem-solving					
Judgment					
Self-confidence					
Time Management					
Oral Communication Skills					
Written Communication Skills					
Interpersonal Skills					
Leadership Skills					
Critical Thinking					

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**Section 5: Overall Recommendation and Signature**

- ☐ I highly recommend the applicant for admission      ☐ I recommend the applicant with reservation
- ☐ I recommend the applicant for admission      ☐ I do not recommend the applicant for admission

\_\_\_\_\_  
PRINTED NAME

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SIGNATURE

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TELEPHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
E-MAIL

## Recommendation Letter and Form Instructions

### #3

#### Section 1: APPLICANT

Please complete the information below. ***Read the waiver statements and sign the one you prefer. If you do not check a box and sign below, your application will be returned as incomplete.*** The Family Educational Rights and Privacy Act of 1974 entitles students to have access to letters of evaluation in their permanent file at the Greater Rochester Collaborative MSW Program. The applicant may waive this right of access, in which case letters of evaluation will be considered confidential by the Greater Rochester Collaborative MSW Program and will not be available to the student. **(Please note: We do not accept placement or credential files.)**

Name of Applicant: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Relationship between Applicant and Evaluator: \_\_\_\_\_

☐ I waive my right of access to this letter of evaluation.

☐ I do not waive my right of access to this letter of evaluation.

Applicant Signature \_\_\_\_\_

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**Section 5: Overall Recommendation and Signature**

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☐ I recommend the applicant for admission      ☐ I do not recommend the applicant for admission

\_\_\_\_\_  
PRINTED NAME

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SIGNATURE

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